

CUSTOMER ACCESS CENTRE CUSTOMER VISIT REQUEST FORM

Prior to the visit being confirmed, a pre-visit meeting is to be scheduled with the President, VP Operations, General Manager, VP Sales, VP Marketing, and NA Service Manager to review the information provided.

HOST INFORMATION

Your Name: _____ Title: _____

DATE & TIME

Date of Visit: _____

Check with Marketing prior to submitting your form to ensure the date requested is available

Meeting Room(s) Required: Meeting Room 1 Meeting Room 2 Showroom
Seats 12 *Seats 6*

Which plant(s) will be toured? P1 P2 K1

Did you want to include the test track as part of the tour at P2? Yes No

CUSTOMER INFORMATION

Company Name: _____

Is this a new customer? Yes No

Company overview:

Objective of visit for customer:

Objective of visit for Skyjack:

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Visitors:

FIRST NAME	LAST NAME	COMPANY	TITLE	EMAIL

*Should you require more space, please use Additional Information at the end of this form.
Emails are required to set up guest Wifi.*

Skyjack staff to be in attendance:

FIRST NAME	LAST NAME	TITLE	IS A PRESENTATION REQUIRED? Y/N	IF Y, PLEASE INDICATE THE TOPIC

CURRENT & FUTURE SALES OPPORTUNITIES

Current year sales for this customer:

\$ _____ Total # of units: _____

Future sales opportunities:

Key models of interest:

Key opportunities and talking points:

Issues likely to be raised:

SERVICE

Key opportunities and talking points:

Warranty issues:

Model specific issues:

MACHINES FOR DEMONSTRATION

Will you require any machines to be on display for demonstration? Yes No

If yes, please list what machines, along with any add-ons, required:

Will you require any of these machines to be demonstrated on the test track?

Yes No

Please list what machines are to be placed on the test track (*machines not on the test track will be set up in the CAC Showroom*):

Will you require any assistance for the demonstrations? Yes No

Please list who you would like to have on hand for the demonstration:

Please list the main issues to be focused on during the demonstration(s):

GIFTS

The standard gift is one item per visitor and includes a notebook, 12oz tumbler, and a History of Skyjack booklet. Anything over and above will be billed to your budget and can be ordered by you.

Do you require any items in addition to the standard gift? Yes No

Anything in addition to the standard gift can be ordered directly through your Skyjack Shop budget. When ordering, be sure to click on "deliver to store" for pick up.

Any items to be ordered will take a minimum of two weeks for availability.

CATERING

Coffee, tea, and water are always available during the customer visit. For morning visits, pastries and fresh fruit will be provided.

If you would prefer a hot breakfast please indicate by checking this box:

Will you require lunch? Yes No

How many for lunch *(please include any Skyjack staff you have invited)*? _____

Please indicate any dietary restrictions:

Name, dietary restriction

Do you require dinner reservations? Yes No

How many will be attending *(please include any Skyjack staff you have invited)*? _____

Date: _____ Time: _____

Please list any preferred restaurants here:

TRAVEL & ACCOMMODATIONS

Any flights are to be arranged on your own.

Should you require car service *from the airport to the Guelph offices*, please provide your arrival flight details:

AIRLINE:	FLIGHT NO:	ARRIVAL AIRPORT:	ARRIVAL TIME:

Should you require car service *from the Guelph offices to the airport*, please provide your departure flight details:

AIRLINE:	FLIGHT NO:	DEPARTURE AIRPORT:	DEPARTURE TIME:

Will hotel accommodations be required? Yes No

Accommodations will be arranged with the Delta Hotels by Marriott Guelph Conference Centre at a reduced rate which includes parking and breakfast.

Should accommodations be required, please provide the following information for each guest (*be sure to include yourself*):

FIRST NAME	LAST NAME	EMAIL	CHECK-IN	CHECK-OUT	MARRIOTT BONVOY #

The Tradeshow and Events Specialist will arrange accommodations for you and your group.

You will receive an email directly from the Delta Guelph to confirm with your credit card. This will cover the room and tax for each guest in your group. You can choose to have them cover any incidentals on their own (credit card presented upon arrival), or you can include it when completing the form.

ADDITIONAL INFORMATION

If there is anything else required for your customer visit, please indicate here and be as specific as possible. You can also use this space to add any additional information that didn't fit above.

Once you have completed this form, please send to Stephanie Rapko, Tradeshow and Events Specialist, stephanie.rapko@skyjack.com.

Any incomplete forms will be sent back.

NOTE: The customer visit will NOT be confirmed until the completed form is received AND the pre-visit meeting has taken place.